



普通高等教育“十一五”国家级规划教材

新标准高职高专公共英语系列教材

VOCATIONAL COLLEGE ENGLISH

总主编

王守仁

# 实用综合教程 2

## 练习册

主 编 柳青军



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# 前言

“新标准高职高专公共英语系列教材”是上海外语教育出版社出版的普通高等教育“十一五”国家级规划教材。该套教材经由全国众多高职院校使用后,获得普遍好评。为了帮助学生进一步巩固教材传授的知识点,更好地发挥教材的效用,外教社又策划、组织编写了本套练习册,配合该系列教材的《实用综合教程》使用。

本书为第二册练习册,参照教育部颁布的《高职高专教育英语课程教学基本要求》、围绕着提高高职高专学生英语应用能力而编写。编写过程中充分考虑了高职学生英语现有水平,本着学用一致,学一点、会一点和用一点的原则,强调了应用为目的,实用为目标的学与练的有机结合;通过增加主观题练习的比例,突出学生自主学习和应用能力的培养;同时紧扣主教材单元主题,力图拓展学生知识面,增加英语词汇量,巩固原有基础,提高英语应用能力。

本书共设计 10 个单元,每单元计划 2~3 学时,包括 Vocabulary, Grammar, Fast Reading, Reading Comprehension, Translation, Practical Writing 和 Enjoying Time(humor, proverbs, quotations)7 部分。各个部分充分体现学中练,练中提高的编写思路,是《实用综合教程 2》的有益补充。

Vocabulary 集中每单元中出现的重点词进行练习,实现增强记忆、辨析和实际应用的目的。

Grammar 温习和巩固主教材所出现的主要语法现象,做到温故而知新。

Fast Reading, Reading Comprehension 由 3 篇阅读材料组成,1 篇设计为快速阅读,2 篇为一般阅读,目的在于增加学生阅读量、扩充知识、培养分析和获取信息的能力,最终提高阅读水平。

Translation 题型多样灵活,由词、短语翻译过渡到句子的翻译表达,重点加强汉译英的训练和水平提高。

Practical Writing 为实用模拟套写部分,重点突出英语应用文的格式,典型句型表达,能起到事半功倍的作用。

Enjoying Time 收集了部分小幽默、谚语、格言、警句,丰富学生的知识内涵,活跃学习



氛围。

书中设计了3套测试题,分别用于检查学生不同阶段的学习情况。

全书由柳青军、乔书凯、张文华、刘洪健和孙丽萍参与编写,柳青军、乔书凯承担了单元设计,柳青军负责整册书的统稿和审阅工作。

## 前 言

柳青军

2008年2月

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# Unit 1

## Good Manners

### Vocabulary

1.

Choose the definition from Column B that best matches the word or phrase in Column A.

A

B

- |                    |   |
|--------------------|---|
| ( ) 1) courtesy    | a. to break the flow of speech of (someone) by saying something |
| ( ) 2) sense       | b. to cause to worry, not be calm, etc.                         |
| ( ) 3) confuse     | c. no longer in general use                                     |
| ( ) 4) concern     | d. to share or exchange opinions, news, information, etc.       |
| ( ) 5) sound       | e. polite behavior or good manners                              |
| ( ) 6) communicate | f. to mix up; fail to tell the difference between (two things)  |
| ( ) 7) upset       | g. based on truth or good judgment; not likely to be wrong      |
| ( ) 8) interrupt   | h. fit (for a purpose); right; convenient                       |
| ( ) 9) outdated    | i. a feeling, esp. one that is hard to describe exactly         |
| ( ) 10) suitable   | j. to be about  |

2.

Choose the right words to complete the following sentences. Change their forms if necessary.

- 1) custom/habit/convention

- (1) It was her \_\_\_\_\_ to go for a walk before lunch.
- (2) Using the right hand to shake is a \_\_\_\_\_.
- (3) Social \_\_\_\_\_ vary from country to country.
- (4) As a matter of \_\_\_\_\_, people attending funerals wear dark clothes.

2) source/origin/resource

- (1) Have you any other \_\_\_\_\_ of income apart from your job?
- (2) The country is rich in natural \_\_\_\_\_.
- (3) She is a woman of humble \_\_\_\_\_.
- (4) He tried to find the \_\_\_\_\_ of the engine trouble.

3.

There are 6 incomplete sentences. Complete each one by deciding on the most appropriate word or expression from the four choices marked A, B, C and D.

- 1) I was \_\_\_\_\_ about my mother's illness.  
A. concerning      B. concerned      C. concern      D. concerns
- 2) To avoid \_\_\_\_\_, the two teams wore different colors.  
A. confuse      B. confusing      C. confused      D. confusion
- 3) Is she \_\_\_\_\_ for the job?  
A. suit      B. suits      C. suitable      D. suitably
- 4) It was very \_\_\_\_\_ of you to visit me.  
A. thought      B. thoughtful      C. thoughtfulness      D. thoughtfully
- 5) All men have their \_\_\_\_\_ duties.  
A. respect      B. respectable      C. respectful      D. respective
- 6) He was always very \_\_\_\_\_ to his friends when they were in trouble or difficulty.  
A. consider      B. considered      C. considerable      D. considerate

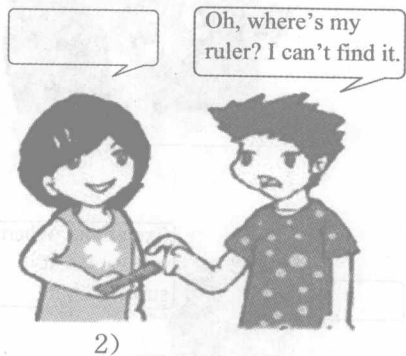
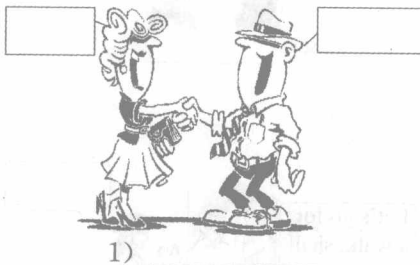
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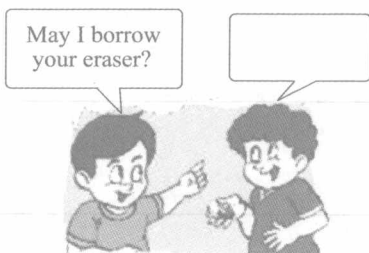
Read the following sentences, find the wrong parts and correct them.

- 1) Mary had difficulty with her work for the examination, but her teacher pulled her up.  
A  
B
- 2) The car pulled down outside the station.  
A      B

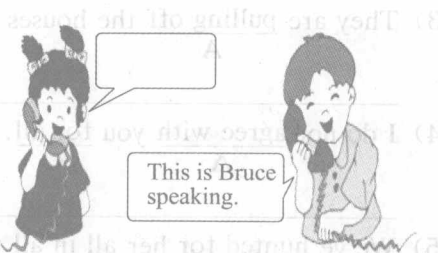
- 3) They are pulling off the houses in the street.  
A B
- 
- 4) I do not agree with you for all.  
A C
- 
- 5) We've hunted for her all in all the city.  
A B
- 
- 6) All for his efforts, he didn't succeed.  
A B
- 
- 7) It won't rain; you can leave your umbrella alone.  
A B
- 
- 8) I used to leave out work at 8:30.  
A B
- 
- 9) We must decide what to leave behind and what to leave in.  
A B

Give proper expressions according to the pictures given below.





3) \_\_\_\_\_



4) \_\_\_\_\_



5) \_\_\_\_\_



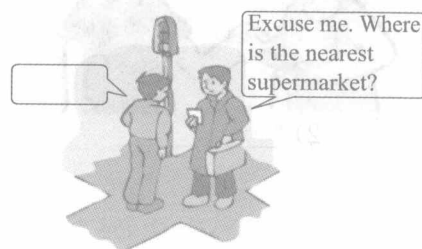
6) \_\_\_\_\_



7) \_\_\_\_\_



8) \_\_\_\_\_



9) \_\_\_\_\_



10) \_\_\_\_\_



## Grammar (Modal Verbs)

1.

Fill in each blank with the proper form of a modal verb.

- 1) \_\_\_\_\_ you hear the radio from the other side of room?
- 2) You \_\_\_\_\_ walk for miles and miles on the hill without meeting anyone.
- 3) A: Could I call you "Bob"?  
B: Yes, you \_\_\_\_\_.
- 4) I \_\_\_\_\_ like to do some work tonight, but I think I shall go to the cinema, instead.
- 5) You \_\_\_\_\_ come at once if you are busy. We can do the job later.
- 6) \_\_\_\_\_ you mind closing the door?
- 7) Smith \_\_\_\_\_ be an actor, for he doesn't like plays or films at all.
- 8) \_\_\_\_\_ you show me the way to the station, please?
- 9) You \_\_\_\_\_ be worried; the job is quite easy.
- 10) You \_\_\_\_\_ be so careless.

2.

Fill in each blank with the proper form of a word or phrase chosen from the following table.

Pierre Louise 1) \_\_\_\_\_ work in a government office. One day, he and his wife, Mary, received an invitation to a ball at the palace. Mary 2) \_\_\_\_\_ 400 francs \_\_\_\_\_ a new dress, but had no more money for jewelry. She borrowed a beautiful necklace from her friend, Jeanne. The couple 3) \_\_\_\_\_ a good time in the palace. But after the ball, Mary found the necklace 4) \_\_\_\_\_. They borrowed money to buy a diamond necklace for Jeanne. The necklace 5) \_\_\_\_\_ exactly \_\_\_\_\_ Jeanne's. It cost them 36,000 francs. After they returned the necklace, they 6) \_\_\_\_\_ work 7) \_\_\_\_\_ for ten years to pay back the money they had borrowed. When Mary met Jeanne again, she had changed so much that her friend 8) \_\_\_\_\_ not recognize her. She did not know until then that the necklace she borrowed 9) \_\_\_\_\_ diamonds. It was worth 500 francs 10) \_\_\_\_\_.

at most	can	have to	miss	used to
day and night	be made of	have	look like	spend ... on

3.

- 1) You \_\_\_\_\_ your tooth pulled out before it rots completely.  
A. had better got                      B. had to get better  
C. had better to get                  D. had better get
- 2) \_\_\_\_\_ you continue in your efforts and achieve new and greater successes.  
A. Would                                  B. Will  
C. May                                    D. Should
- 3) An Englishman who \_\_\_\_\_ not speak Italian was once traveling in Italy.  
A. must                                    B. could  
C. may                                    D. might
- 4) I \_\_\_\_\_ like to make a suggestion.  
A. could                                    B. would  
C. must                                    D. might
- 5) I know things are hard for you, but you \_\_\_\_\_ try to get over the difficulties.  
A. can                                        B. may  
C. must                                     D. ought
- 6) You \_\_\_\_\_ all those clothes! We have a washing machine to do that sort of thing.  
A. needn't have washed              B. shouldn't have washed  
C. must not have washed            D. can not have washed
- 7) Nobody knows how people first came to these islands. They \_\_\_\_\_ from South America on rafts.  
A. must have sailed                    B. can sail  
C. might have sailed                  D. should have sailed
- 8) — Tom graduated from college at a very young age.  
— Oh, he \_\_\_\_\_ have been a very smart boy then.  
A. could                                    B. should  
C. might                                    D. must
- 9) I am feeling sick. I \_\_\_\_\_ so much chocolate.  
A. needn't have eaten                  B. couldn't have eaten  
C. mustn't have eaten                  D. shouldn't have eaten
- 10) When I got to the cinema, the film had already started; I \_\_\_\_\_ there earlier.  
A. ought to get                            B. ought to have got  
C. must have got                        D. must get

## Fast Reading

Read the passage and complete the following statements in brief words.

### How Do You Respond to an Introduction?

At least half the time, of course, you will be the one who is being introduced. Just because you are not the one making the introductions, it doesn't mean you don't have an important role to play. In fact, once the person makes the introduction, the spotlight (关注点) shifts to you and your performance. Follow these five steps for the best presentation:

1. Stand up. Men stand and women stand too. If you are trapped in a chair or otherwise unable to stand up, it indicates that you would, if you could, rise as much as you can. Failing to stand up can send a message that you are not of equal status with the person to whom you are being introduced.

2. Move toward the person, establish eye contact, look pleasant or smile. Don't be distracted (分散注意力) by something that is going on elsewhere in the room or be dismissive (鄙视的) of the person being introduced. Give the person the courtesy of your polite attention.

3. Shake hands. This affirms the connection, and is a sign of trust and respect.

4. Greet the other person and repeat his or her name. You can say something like: "Nice to meet you, Mr. Jones." "It's a pleasure, Mr. Jones." "Hello, Mr. Jones." or "Hello, Tom."

5. When the conversation ends, say goodbye. You want to make sure you close the conversation even if you are moving on relatively quickly after meeting the person. To "Goodbye", you can add something like: "I enjoyed meeting you." or "I'll look forward to seeing you at the annual meeting."

1. This article is about \_\_\_\_\_; and there are \_\_\_\_\_ steps to follow.
2. Once you are introduced to others, \_\_\_\_\_ will shift to you and \_\_\_\_\_.
3. In social communication, you had better move towards the person whom you meet, \_\_\_\_\_, \_\_\_\_\_ or \_\_\_\_\_.
4. It's important to \_\_\_\_\_ the name the person whom you greet.

5. There are still other kinds of good manners, such as: \_\_\_\_\_,  
\_\_\_\_\_ and \_\_\_\_\_.

## Reading Comprehension

### Passage 1

Read the passage and decide whether the following statements are "T" (true) or "F" (false).

Peter is the general manager of an American company in China. Recently, Jun Chen, one of the Chinese managers, made a mistake at work that caused some difficulties that required a lot of effort to fix. Jun Chen was very upset about what had happened, and came to Peter's office to make a formal apology. Jun Chen went into Peter's office, after being requested to come here, smiling before he spoke. "Peter, I've been feeling very upset about the trouble I've caused for the company. I'm here to apologize for my mistake. I feel terribly sorry about it, and I want you to know that it will never happen again." Jun Chen said, looking at Peter with the smile he had been wearing since he walked into the office. Peter found it hard to accept the apology. He looked at Jun Chen, asked: "Are you sure?"

"Yes, I'm very sorry, and I promise this won't happen again," Jun Chen answered with a smile even broader than before.

"I'm sorry. I just can't take your apology. You don't look sorry at all!" said Peter, angrily.

Jun Chen's face turned very red. He did not, in the least, expect Peter to reply negatively. He was desperate to make himself understood. "Peter," he managed again, "Trust me. No one can feel any more sorry than I do about it."

Peter was almost furious, by now, "If you're that sorry, how can you smile?"

- ( ) 1. Peter is a general manager of a U.S. company in China.  
( ) 2. When Jun Chen made a mistake, he didn't want to apologize.  
( ) 3. Jun Chen always smiled when he entered into Peter's office.  
( ) 4. The apologetic words from Jun Chen are honest ones, but his manner isn't appropriate.  
( ) 5. Peter was so angry with Jun Chen because of his errors.